

## LANCASTER COUNTY ACTIVITIES DIRECTOR

### NATURE OF WORK

This is responsible work planning, organizing and supervising recreational and volunteer programs and activities within a county operated nursing facility.

Work involves developing and implementing recreational and music therapy programs and activities for residents; supervising and scheduling the work performed by staff assigned to the activities division; and coordinating activities with other operating divisions of Lancaster Manor. Work also involves preparing budget requests and monitoring budgetary expenditures; developing forms and reports required to comply with applicable state and federal rules and regulations; supervising and participating in the writing of newsletters, promotional announcements and related information; and coordinating the volunteer and auxiliary programs within the facility and community. Supervision is received from the Nursing Home Administrator with work being reviewed in the form of reports submitted, conferences, and results achieved. Supervision is exercised over the Activities Assistants and the Music Therapist.

### EXAMPLES OF WORK PERFORMED

Plan, develop and implement recreational and music therapy programs and activities for residents to provide mental and physical stimulation, therapy and enjoyment.

Interface activity programs with other departmental programs to ensure coordination of a comprehensive plans of care for residents.

Supervise, schedule and evaluate work performed by subordinates within the activities division; instruct staff in providing recreation programs and activities; recruits, interview, orient and evaluate volunteers for placement within the facility.

Coordinate the functions of the Auxiliary program throughout the facility; promote community awareness of Lancaster Manor activities and coordinate fund raising activities and projects.

Develop, update and maintain departmental documents necessary to comply with state and federal regulations related to the operation of a licensed nursing facility.

Prepare annual budget documents, approve and monitor budgetary expenditures for the division.

Supervise and participate in the development of newsletters and promotional announcements; assume responsibility for displays within facility and community.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods and techniques of recreational programming designed to entertain, motivate and involve residents of a nursing facility.

Knowledge of the physical, psychological and social values derived from recreational programs and activities.

Knowledge of the physical, psychological and social needs of the residents in a nursing facility.

Some knowledge of state and federal rules and regulations as they apply to the activities division of a licensed nursing facility.

Ability to plan, organize and supervise the work of subordinate staff.

Ability to plan, develop and organize recreational activities, therapy programs and fundraising projects.

Ability to recruit and coordinate the activities of volunteers within the facility and community.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with residents, families, co-workers, volunteers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in recreation, humanities or related field plus considerable experience developing, supervising and administering recreational programs and activities and experience supervising staff in a nursing facility or similar health care setting.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in recreation, humanities or related field plus experience in providing recreational programs and activities for the elderly, disabled or related target groups and some experience supervising staff or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Commercial Driver's License (CDL) is required to operate any motor vehicle equipment covered under the Commercial Motor Vehicle Safety Act of 1986 or ability to obtain within 6 months of appointment.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved By: \_\_\_\_\_  
Department Head

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Personnel Director